



**KENTISH TOWN CE PRIMARY SCHOOL (CAMDEN)  
(St Benet & All Saints)**

**PUBLIC MINUTES  
FULL MEETING OF THE BOARD  
11<sup>th</sup> October 2017 at 5.30 PM**

**In attendance:**

Governor Role	Name	Present
<b>Foundation Governors (7):</b>		
<b>Ex Officio (1)</b>	Father Peter Anthony <b>Chair</b>	✓
<b>LDBS (2)</b>	Colin Reader, <b>Vice Chair</b>	✓
	Gillian Dale-Skey,	✓
<b>PCC (2)</b>	Jacqueline Ewers	✓
	James Farmer	✓
<b>Deanery Synod (2)</b>	Kieran Smith	APOLOGIES
	Rosie Smith	✓
<b>Non Foundation Governors (5)</b>		
<b>Staff (2):</b>	<b>Head Teacher (1)</b> James Humphries	✓
	<b>Teaching Staff (1)</b> Karen Trussler	✓
	Rachel Wrangham	✓
<b>Local Authority (LA) (1)</b>	Kate Rowland	✓
<b>Associate Members (2)</b>		
<b>Deputy Head Teacher</b>	Grant Jacobson	✓
<b>Support staff member</b>	Sarah Haag	✓
	Daniela Rader	APOLOGIES
<b>Others Present (1)</b>		
<b>Clerk:</b>	Pamela Ansley	✓
<b>Visitor:</b>	KellyAnne Wray	✓

<b>PART 1 – PUBLIC ITEMS</b>		<b>Actions/ Date</b>
<b>1</b>	<b>Kellyanne Wray Presentation</b>	
<b>1.1</b>	Father Peter (PA) opened the meeting by introducing Kellyanne Wray from the Local Authority.  Kellyanne informed the meeting that she did not intend to go into massive detail on the data but give us a brief run through of the key points within KS2, KS1, EYFS and Phonics.	

	<p>She reported to Governors that within KS2 the main measure is the Reading / Writing and Maths combined levels and that Kentish Town CE Primary School is still above the national and local average.</p> <p>It was noted that based on their prior attainment they did very well. There were 6 EHCP's in the class and 2 children where dis-applied.</p> <p>Kellyanne reported to the Governors that we were 8<sup>th</sup> out of the 40 schools in Camden.</p> <p><b>JE joined the meeting.</b></p> <p>Kellyanne explained to Governors how the progress score is worked out. They measure our children to how similar children in a previous year have done and if they performed/attained higher then this would equate to a positive progress store.</p> <p>A Governor posed the question that if all children start at different levels is it fair to look at their attainment level as opposed to how far they have travelled? Unfortunately, Kellyanne said that although this is not fair this is how it is measured.</p> <p><b><u>KS1</u></b></p> <p>Kellyanne reported that within KS1 Reading, Maths and Science are all above the local and national and Writing is in line with the expected level.</p> <p>It was noted from the data that there were more boys than girls in KS1 and as boys struggle with Maths and Reading this led to the lower score.</p> <p><b><u>EYFS</u></b></p> <p>EYFS was deemed to have a good level of development. Year on year there is an improvement of 10%. A Governor asked whether or not the term of birth was relevant to the achievement of Spring/Summer born children. This was confirmed as the case.</p> <p>Kellyanne's presentation then ended and with there being no further questions from Governors Father Peter and James Humphries thanked her for her time. All of Kellyanne's data is attached to the minutes.</p> <p><b>Fan Yeung then joined the meeting.</b></p> <p><b>Grant left the meeting to show Kellyanne out.</b></p> <p>Father Peter opened the meeting in prayer and said a brief welcome to Fan who was our newly elected Governor.</p>	
2	<b>Election of Chair</b>	
2.1	<p>Father Peter then commenced the election by letting Governors know what layout it was going to take. He told Governors that he had felt that it had been a great privilege to lead the Governors for the last year and thanked them. He then left the room.</p> <p>Pam Ansley (Clerk) then asked the meeting that if there was no objections that the election would be for the term of office of one year and that it would be done by a show of hands. All were in favour of this and there was a show of hands in favour of re-electing Father Peter and he was</p>	



	asked to come back into the meeting and told of the result. Father Peter than recommenced the chairing of the meeting.	
<b>3</b>	<b>Election of Vice Chair</b>	
<b>3.1</b>	Colin Reader then left the room and Father Peter asked if Governors could indicate by a show of hands if they agreed to the re-election for the term of one year of Colin as the Vice Chair. All were in favour and Colin was re-elected.	
<b>4</b>	<b>Minutes of the Previous Meeting and matters arising</b>	
<b>4.1</b>	<p>The Minutes of the last meeting was agreed as being factually correct.</p> <p>Matters arising: Hawa had been emailed and asked to come to the meeting in order for us to voice our thanks to her for all her commitment to the school whilst a Governor. Unfortunately we had not been able to make arrangements for this to happen and it was agreed that we would make a card available for all Governors to sign and deliver it to her with some flowers.</p> <p>1.1 It was agreed during the SWOT Session at the last meeting that we would discuss the points raised within this at the next meeting. It was clarified that it should be JH/Fr P/CR and Chairs of Committees that should meet initially and then this would be tabled at a future full governing body meeting.</p>	
<b>5</b>	<b>Declaration of Interests</b>	
<b>5.1</b>	None.	
<b>6</b>	<b>Instrument of Governance and Code of Conduct</b>	
<b>6.1</b>	<p>Father Peter asked Governors whether or not they were happy to adopt these documents as they are the same as last year and required no amendments. Discussion followed about the Global Data Protection Act and confidentiality and what we should be disclosing / not disclosing. SH and JH have been in contact with the local authority and are in the process of enquiring about an SLA to help support us with this incoming legislation. It has been talked about at the Bursar's Forum and the Heads Consultative. There is not much happening about this at the moment but it is in our minds that it needs to be researched and looked into in further detail.</p> <p>A Governor asked whether we received many Freedom of Information Requests and whether this would impact on the information we would have to divulge. JH informed the meeting that we did not have many of these and we often send them through to the Local Authority to deal with on our behalf. JH/SH will endeavour to contact LA and LDBS to see if we can get someone from either of them to come along to a future FGB Meeting to talk to Governors.</p> <p>Father Peter asked again at this point whether the Governors were happy to adopt the Instrument of Governance (which is unchanged) and the Code of Conduct (which is the National Governor Association standard). Yes all Governors agreed to adopt these documents.</p>	
<b>7</b>	<b>Membership List</b>	
<b>7.1</b>	Father Peter asked all Governors to check their details on the Membership List and email Pam to let her know of any changes.	



8	<b>Staff Handbook</b>	
	<p>Father Peter indicated to Governors that this folder was available for them to look at any time they wish and are contained in all rooms within the school. It contained standard documents giving information to staff.</p>	<p><b>Action: Pam to send the contents page to all Governors if this had not been done already.</b></p>
9	<b>Approve the School Improvement Plan</b>	
	<p>James H informed the meeting that this document had been updated in accordance with the data from Kellyanne Wray, Governor discussions and internal tracking which is done within the school in Years 1, 3 and 5. Governors agreed that this was a very good plan. One of the keys points is to diminish the difference between boys in writing and also the overlap of boys/pp/SEN.</p> <p>A Governor asked whether or not we could attribute the use of technology at home and the children using keypads/boards instead of using their hands to write for the dip in writing attainment. James H felt that it would be hard to encourage parents to stop children using technology to learn unless there was research suggesting such a impact. It was felt by some that children sometimes have a negative role model in parents who constantly use technology/phones/tablets.</p> <p>A Governor mentioned that there was no mention of Maths within the plan. James confirmed that Maths is always an ongoing focus. It was brought to the Governors attention that the actual SDIP is pages and pages long and each teacher/subject leader has a list of action points that they are currently working on.</p> <p>Father Peter asked again whether or not Governors were all in agreement to adopt this plan. Governors indicated that they were all in agreement to adopt the plan.</p>	
10	<b>Finance Update</b>	
	<p>Colin Reader reported to Governors that everything was going as expected. The Budget was good there was nothing really to report.</p> <p>James H reported to the meeting that the school had been approached by a gentleman called Michael Thornton who works for Carillon on behalf of Network Rail. He had asked whether or not there was a possibility of letting the car park every weekend from now until June and part of the school over the Christmas period when we break up until 2<sup>nd</sup> January.</p> <p>They needed an HQ for 3 teams of 20 workers. Ultimately they need access to the car park, hall, staff toilets, children's' kitchen (everything else will be locked down). They will also pay for 24 hour security guards for the whole time they are using the building. They will pay for Jimmy's wages for him to be on site over Christmas holidays and also pay for Jimmy to be on call. James indicated that he would like help with negotiating a deal with them and both Father Peter and Colin Reader will meet with Martin and James to discuss and take it further. Governors were in agreement that this was a good idea in theory and that James would chat with Martin again and circulate the response.</p>	

<b>11</b>	<b>Questions regarding the Headteacher's Report</b>	
	<p><b>At this point Rachel Wrangham left the meeting.</b></p> <p>A Governor asked how the new staff were settling in. James H confirmed that it was all good. It felt like we were working with the same team but with different perspectives. Training and induction had taken place and we were now getting a feel for what people needed next and organising inset to do this.</p> <p>A Governor asked about the SEND Hub. James H confirmed that we have now got 11 schools signed up for the Hub and there was going to be a meeting on Monday. He also confirmed that it was the third most popular hub in Camden.</p> <p>A Governor asked the question about how staff who are already busy giving up more time to undertake working in the Hub? James H indicated that before we carried out the bid for the hub everyone who was going to be involved in delivering the training had been consulted and they had all confirmed their agreement and felt that it would be manageable. Also within the funding there was room to release staff from their duties and cover them so that this remains manageable for everyone.</p> <p>There being no more questions on the Heads Report Father Peter thanked the school for their support within the Harvest Festival at St Benets.</p>	
<b>12.</b>	<b>Policy Review</b>	
	<p>A Governor drew attention to the fact that both these policies had been adopted before and that both only had minor amendments to bring them up to date. The Pay Policy brought with it the new recommendation that all teachers on the middle pay scale will receive 2% pay rise and SLT will get 1% pay rise. The Pay Policy was adopted as was the Teacher Appraisal Policy.</p>	
<b>13.</b>	<b>A.O.B.</b>	
	<p>A Governor asked for it to be noted that Summer Club had been a huge success making a profit of £1500. Thanks to Wendy had been noted for doing such a great job.</p> <p>Pam asked if anyone had not had their invite to join Governor Hub to let her know. She also gave a brief run through of the GovernorHub website.</p> <p>Grant asked whether or not a new SEN Governor had been decided and at this point Rosie Partin put herself forward as the new SEN Governor and this was agreed by everyone.</p>	

**Father Peter thanked everyone for attending and closed the meeting at 6.50pm**

Signed... Peter Anthony .....

Date... 5th Dec 2017 .

**Father Peter Anthony,  
Chair of Governors Kentish Town CofE Primary School  
(St Benet & All Saints) Governing Body**